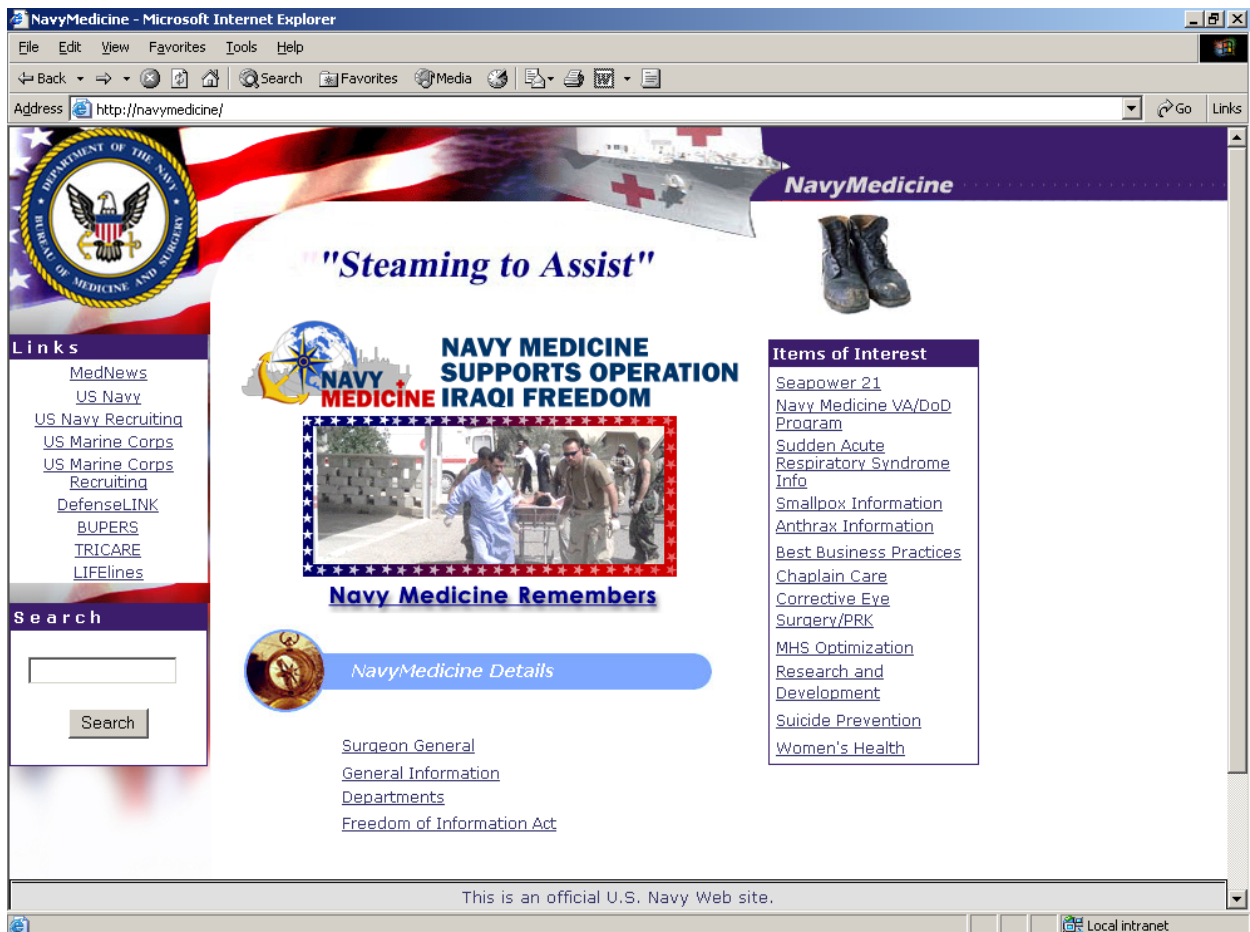


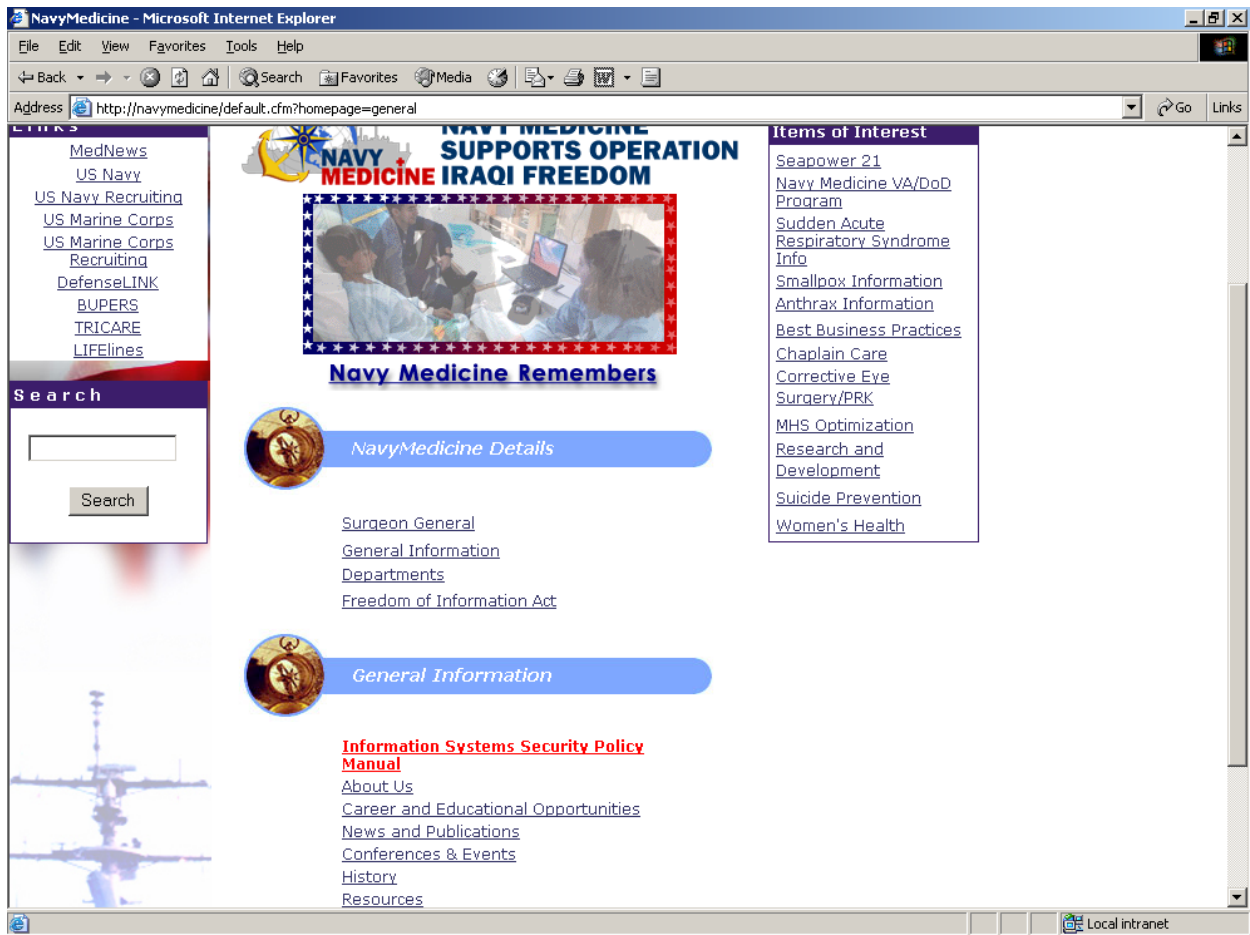
# Instructions for Accessing Exchange On-line E-mail via the Internet

Apr 2003

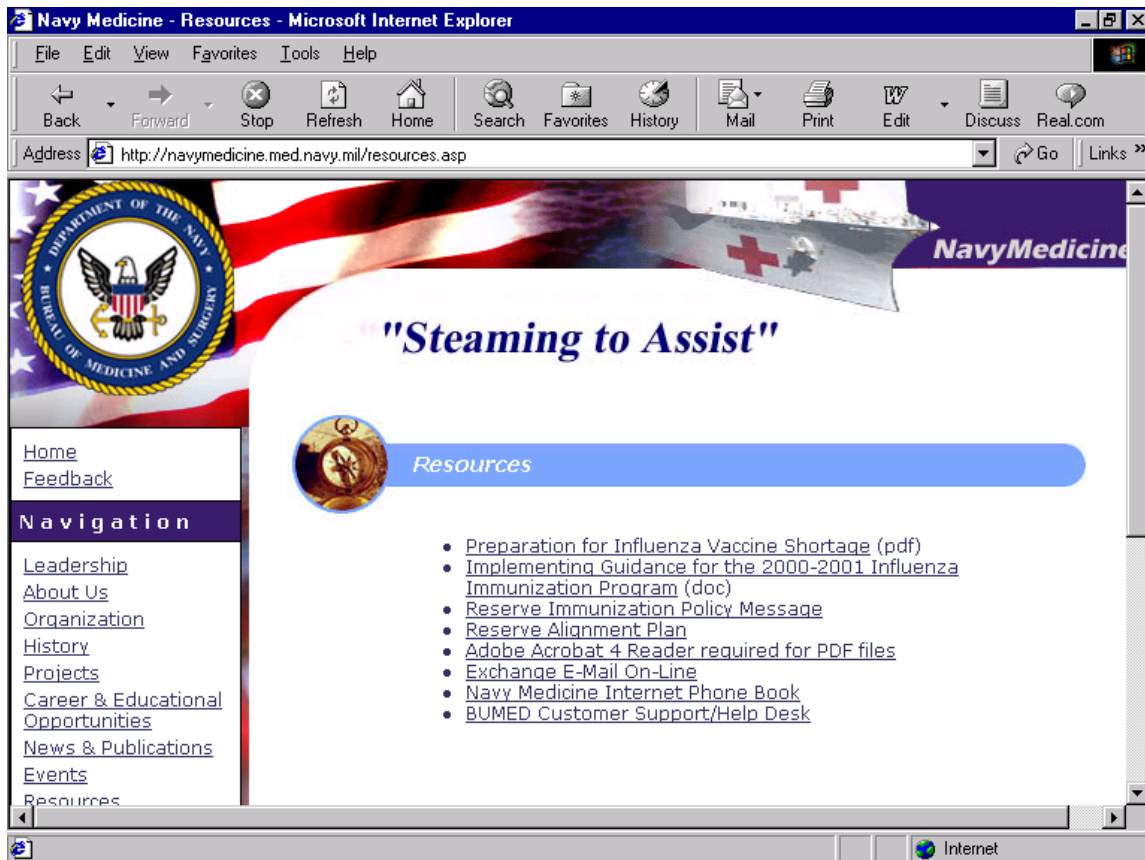
1. Go to the BUMED “internet” page, <http://navymedicine.med.navy.mil> (or the “intranet” of “<https://bumed.med.navy.mil>” if already logged on to the “NAV MED-US” domain as at your BUMED office desk).



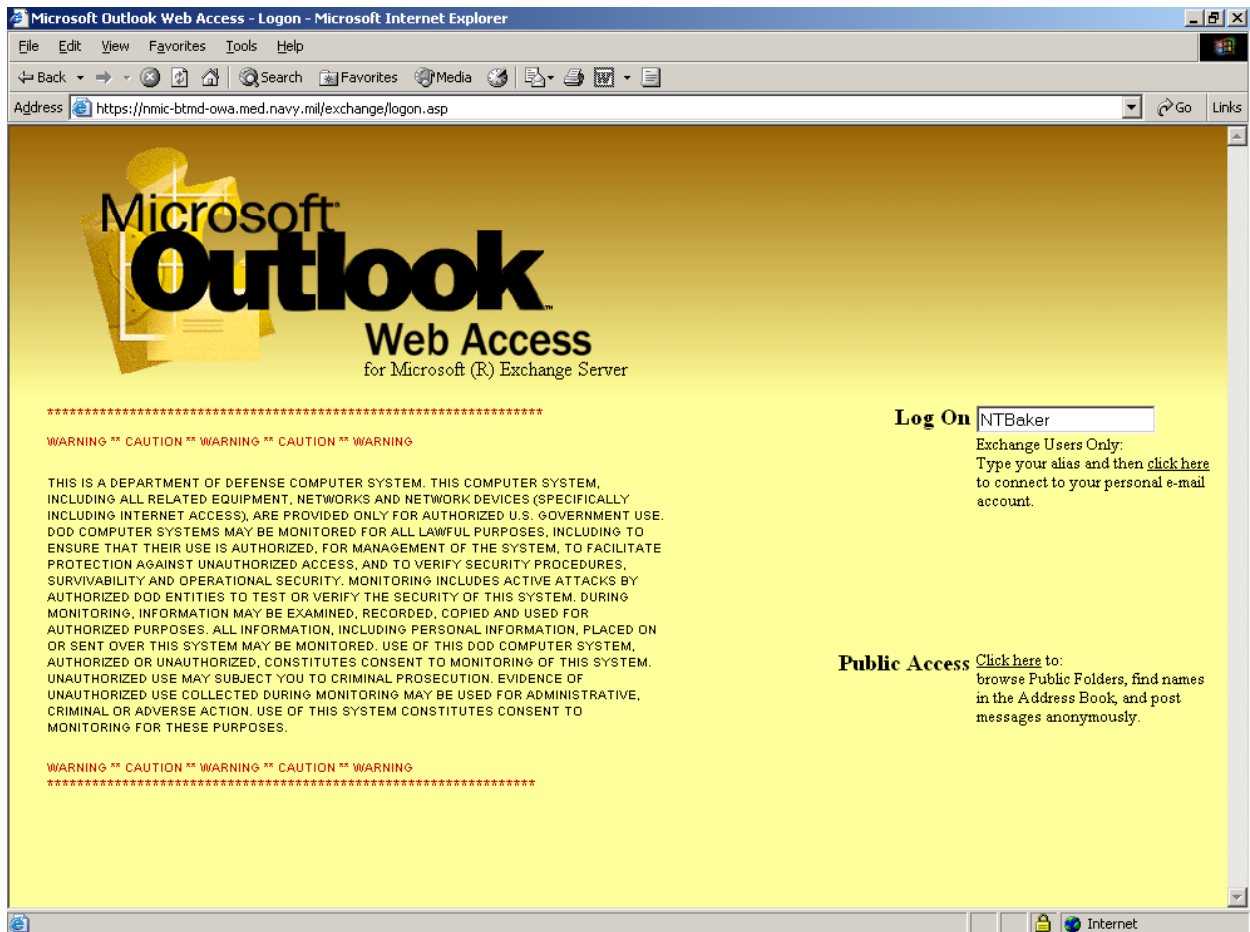
2. Click on “General Information” under NavyMedicine Details.



3. Click on “Resources” under General Information.

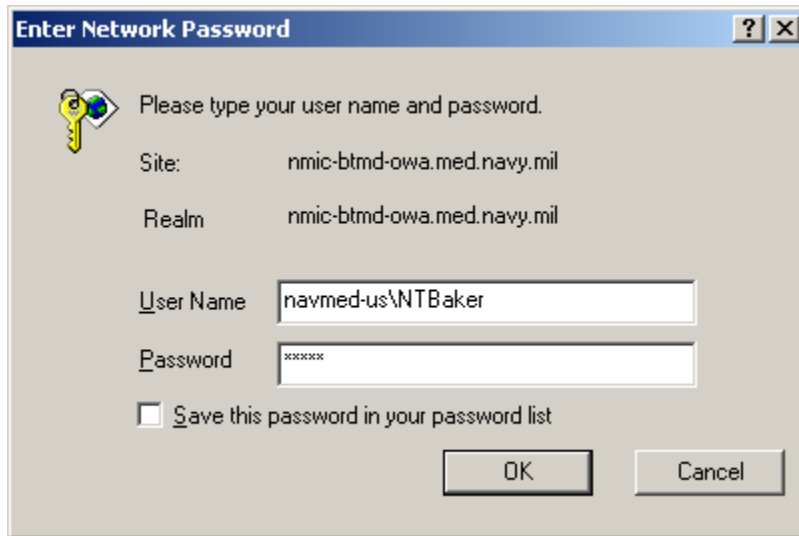


4. Click on "Exchange E-mail On-line" to open the Microsoft Outlook Web Access window.
5. At this first log-on screen, type in the "Log On" window, the regular (NAVMED-US) user name that's used at your office desk and "enter".

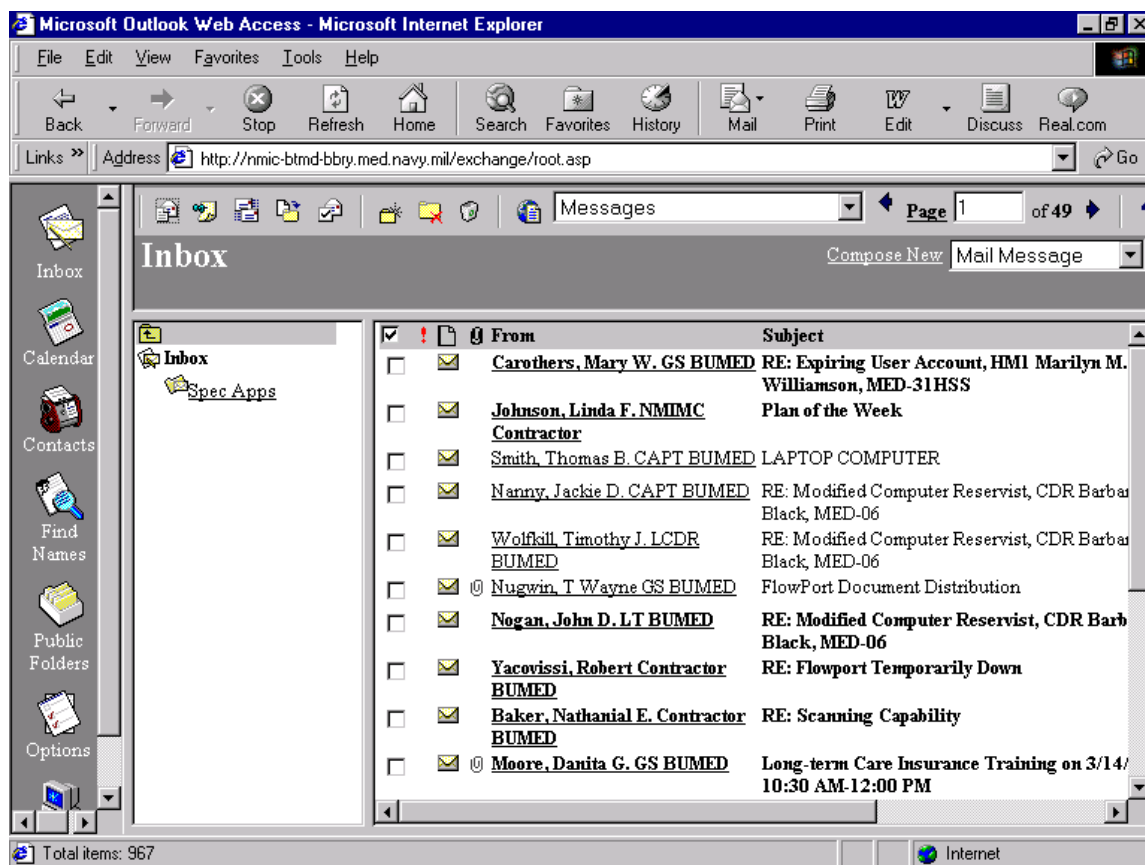


\*\*\*\*\* **Note:** If there is an error accessing your e-mail (e.g. OWA), enter the full e-mail address here, such as [NTBaker@us.med.navy.mil](mailto:NTBaker@us.med.navy.mil) \*\*\*\*\*

6. At “Enter Network Password” screen, type in “navmed-us\xxx”, where xxx represents your regular NAVMED-US user name. Type in your NAVMED-US password used at your BUMED office desk and click on “OK”.



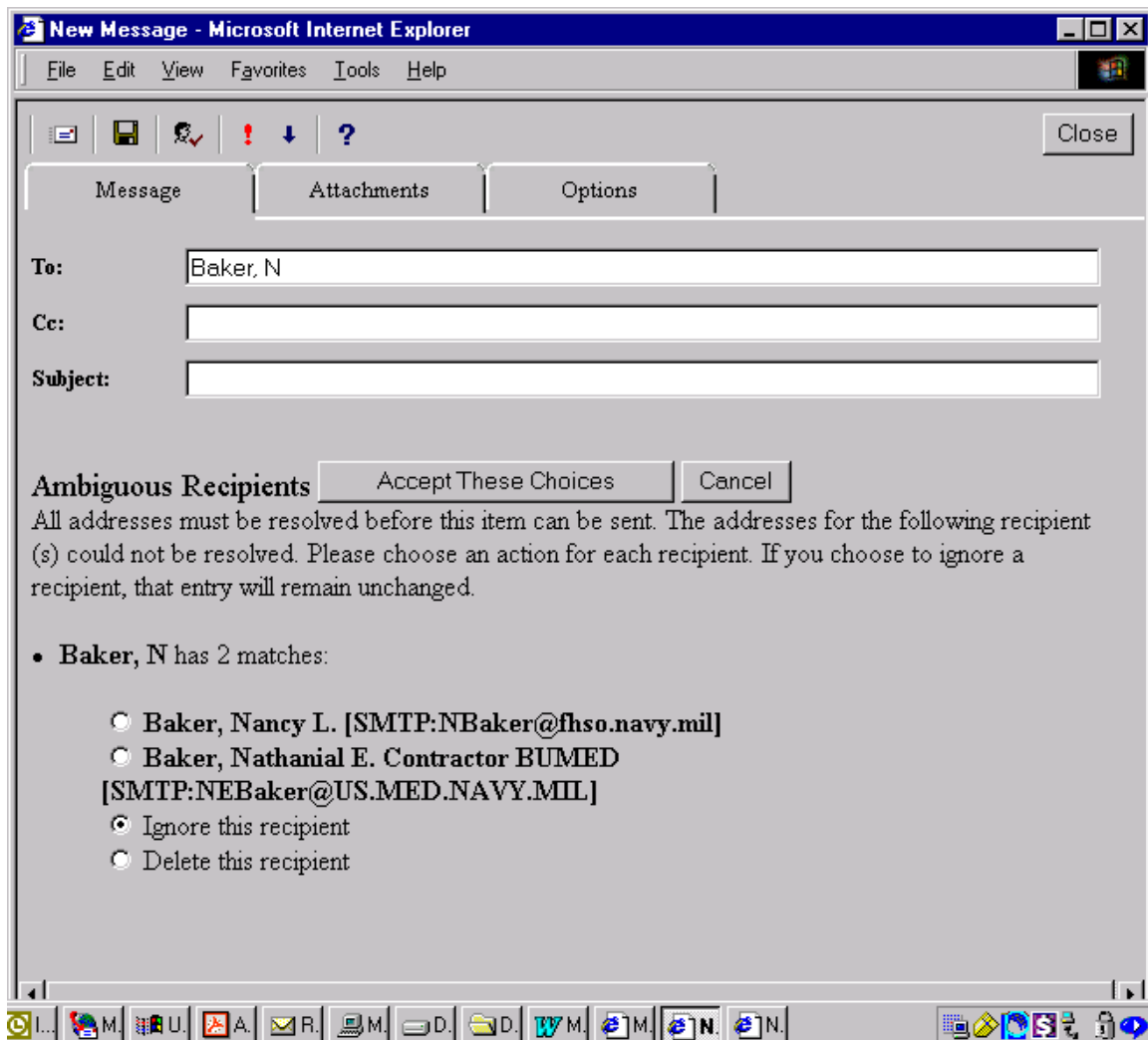
7. **Your BUMED mail Inbox should come up, along with your calendar and contacts, with the exceptions of your personal folder(s), personal address book (PAB), and the Global Address Book.**
8. **There should be 3 small windows right above the messages. One is in the top center with “Messages” displayed, and two are on the right with the window showing the current page above the “Mail Message” window.**



9. You can search for the correct e-mail address, that's in the Global Address Book, by clicking on the "Find Names" icon in the left-hand column, entering the appropriate first and last names, and select the "Find" button.



10. In composing a new e-mail, click on the Envelope icon in the tool bar right above the displayed messages. In the “To”, “CC” or “BCC” entries, type in the recipient’s full e-mail address, or use “last name, first name” or “last name, first initial” format. Use the colon to separate multiple names. Click on the human-head profile with the red check mark to validate the recipient’s name. Select and accept the appropriate recipient(s) from the list.



11. In replying to a message, just open it up and use one of the top icons of the human-head profiles with the curved arrows.



